CYNGOR TREF CAERWYS TOWN COUNCIL

Minutes of The Meeting of Caerwys Town Council

Held at Llys Y Goron Community Meeting Room

Holywell Road, Caerwys

On Tuesday the 18th November 2025, at 7.00pm

1(A). 224/25
PRESENT

Councillor Gwen Jones (Mayor)
Councillor Lynette Edwards (Deputy Mayor)
Councillor Susan A. Broadaway
Councillor Steve Copple (Town & County)
Councillor Jonathan Duggan-Keen
Councillor John Johnson
Councillor Janet Legget-Jones (Part of Meeting)

Clerk & Financial Officer R. Phillip Parry

1(B). 225/25
APOLOGIES

Councillor Jayne E. Morris
Councillor Judith Standring

1(C). 226/25
ABSENT

None

2. 227/25
BEREAVEMENTS WITHIN THE COMMUNITY

There were no reported bereavements within the community, since the last meeting of the Council.

3(A). 228/25
PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

Standing Orders were suspended:

(1) Complaint received in relation to the number of 'For Sale Signs – with 'Sold' in Caerwys whereby the properties had been sold for a considerable period without the signage being

removed. The Clerk advised that in the first instance a request had been sent to a particular Estate Agent requesting that the signage be removed. The Estate Agent had replied to confirm, the signage company would remove.

(2) Blocked Gullies: Four blocked gullies on Pen Y Cefn Road (Reported and photographs provided by a resident)

(3) Request by a School Governor at Ysgol Yr Esgob for assistance in clearing moss from a pavement in the area of the school. The correspondence further advised that the School had requested Flintshire Street Scene to complete this work over a year ago.

County Councillor Steve Copple advised that he had arranged to meet on site with the Street Scene Officer for the area. Councillor Copple provided further information, which included: Street Scene will programme the work to clear the moss from the pavement in the area of the school. The ivy is originating from the school grounds and has grown across the pavement. It is the primary school's responsibility to remove. During the inspection of the area flowerpots were found to be sited on the highway which could be a trip hazard and disrupt the flow of maintenance equipment.

Members agreed the following: Thanked Councillor Gwen Jones for agreeing to make contact with the school to advise in relation to the ivy and plant pots.

(4) Complaint received from a resident of Cwrt Melyd in relation to an unacceptable and continual noise apparently emanating from cooling units adjacent to a retail commercial property, which backs onto residential properties. Whilst a formal complaint has been made to the Flintshire County Pollution Officer, a number of residents seek the assistance of the Town Council (Photographs of the units were shown on screen).

Two residents of Cwrt Melyd in attendance at the meeting provided the following further information: Two of the units are placed relatively high on the outside wall – opposite the rear properties named Cwrt Melyd. The third unit is sited slightly lower. Two of the units create a humming sound and are audible twenty-four hours each day, including a clanging sound at intervals during both the day and night periods. This continual noise emanating from the refrigeration units is causing the residents of the Cwrt Melyd properties with disturbed sleep, stress and anxiety. During the summer months the residents were unable to relax in their gardens due to the humming and clanking of the units.

The Flintshire Pollution Team have visited but the equipment failed to work over a period of time. Currently one of the residents has been provided with a form by the Pollution Team to collate the daily activities of the refrigeration units. However, with the emitting sound being exactly the same each day, the statistics will be similar. The residents also advised they had spoken with staff in the shop premises who stated that the area manager would investigate, but there has been no contact apart from wooden shelves being placed over the top of the two units – complete with a blue milk crate – which has actually increased the noise level. It was wished that suitable acoustic screening together with the lowering of the units could make a difference.

Note: Councillor Susan Broadaway Declared an Interest in the above discussion (Minute number: 4. 230/25 (1) on page 3 below

Members agreed the following: Were disturbed to hear of this concern which has clearly affected a number of residents over past months. The Clerk to write to the County Pollution Team expressing a wish for an investigation. County and Town Councillor Steve Copple kindly agreed to forward correspondence from the Clerk to a Senior Officer in the Pollution Department.

3(B). 229 /25
Standing Orders were restored:

4. 230/25
DECLARATIONS OF INTEREST

The following interests were declared:

(1) Councillor Susan Broadaway (Minute number: 3(A).228/25 (4) on page 2 above

(2) Councillor Gwen Jones (Minute number: 12.243/25 (5) on page 7 below)

5. 231/25
TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 21ST OCTOBER 2025

The Minutes were proposed as correct by Councillor Jonathan Dugggan-Keen and seconded by Councillor Lynette Edwards and formally agreed by the Members present.

6. 232/25
PROGRESS REPORT ON MATTERS RAISED AT PREVIOUS MEETINGS

The Clerk referred to the following matters from previous Minutes:

(1) Harp Interpretation Signage: The Clerk advised that the signage was to be delivered to his home the day following the Council meeting and recollected to Members, that the owner of the wall where the sign is to be placed wished to be involved.

Members agreed the following: Thanked the Mayor for kindly offering to meet with the owner's representative.

(1) Street Lighting electricity supply: The Clerk advised that due to the inability of the Welsh Government Procurement Office to provide a contact for the street lighting energy supply, he had sought, to date, two quotations from energy suppliers. The Clerk suggested the matter be adjourned to the January 2026 Council meeting to enable a third quotation to be obtained.

Members agreed the following: To adjourn the matter to the January 2026 Council meeting.

(2) Christmas Steet Lighting: Councillor Steve Copple advised that additional Christmas street lighting units had been purchased and advised to the agreed area of installation in Drovers Lane and the junction with North Street.

(3) Reindeer Street Lighting Units: The Clerk advised that the Council's street lighting contractor has arranged with retired Councillor Andy Delooze to collect the reindeer street lighting units.

(4) Condition of a business premises within the Caerwys Conservation area: The Clerk advised that following initial contact with the company head office who acknowledged and advised that the area manager would be in touch. Despite a further reminder there has been no contact received.

Members agreed the following: The Clerk to forward the correspondence and photograph to the Flintshire County Conservation Officer seeking his advice and assistance. The Clerk to copy County & Town Councillor Steve Copple into the correspondence to follow up.

(5) New Wildflower area in Chapel Street: The Clerk advised that the County Biodiversity Officer had confirmed the new wildflower area has been completed in the Memorial Institute area adjacent to Chapel Street. The Clerk read out the correspondence from the Officer.

(6) Environmental Contract: Members agreed to leave this matter on file.

7(A). 233/25
CORRESPONDENCE

The following correspondence had been received, that was required to be either advised to, or dealt with by the Members:

(1) The Clerk advised that the following criminal offences had been reported to the North Wales Police, that had occurred within the Caerwys Town Council area:

Afonwen: 2 x Anti-social behaviour / 1 x other theft / 1 x public order

Caerwys: 1 x Anti-social behaviour / 1 x Criminal damage / 1 x other crime / 3 x Violence

(2) Flintshire County Council: Notification of Joint meeting for Town & Community Councils in Flintshire with County Standards Committee – to take place on 3rd November.

The following correspondence was forwarded by e-mail to Members:

- Flintshire County Council: Consultation of the future of public conveniences in Holywell, Mold and Talacre. Councillors to complete on a personal basis

- Democracy and Boundary Commission Cymru: Consultation on their draft Annual Remuneration Report for 2026 / 2027. Councillors to complete on a personal basis

7(B). 234/25
CLERK'S REPORT

- Caerwys Town Hall Trustees: Request to replace retired Councillor Andy Delooze as a Town Councillor Representative Trustee

Members agreed the following: To await the co-option of two new Councillors prior to appointing a new Councillor Representative to the Caerwys Town Hall Trustees.

7(C). 235/25
COUNCILLOR VACANCY

The Clerk advised that there had been no Expressions of Interest received to the second Town Councillor vacancy. The Public Notice was shown on screen with a closing date of 12 noon on Tuesday 11th November 2025. Members were also shown on screen a further Public Notice that is currently displayed on the public notice boards and Town Council web site for the first Councillor vacancy - which has no closing date for applications.

Members agreed the following: The Clerk to advertise the two Town Councillor Co-option vacancies on the Council's notice boards and web site, with no closing date. The vacancies, if not filled, will be reviewed in May 2026.

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7(D). 236/25
PRECEPT AND FINANCIAL ALLOCATIONS FOR 2026 / 2027

The Clerk advised that this exercise was to enquire with the Members of the Council, if there were any items of expenditure extra to the present allocation in the 'Earmarked Reserves' to be included in the next financial year. A copy of the current ear-marked reserves was provided to Members.

Members agreed the following: (1) To transfer from the current 2025 / 2026 ear-marked reserves budget - for the financial year 2026 / 2027: Councillor Training £2,000.00; To include Speed Indicator Signage £10,000.00. Other possible ring-fenced and general reserves – to be agreed in January 2026 budget setting.

7(E). 237/25
STREETSCENE SCHEDULE (FLINTSHIRE COUNTY COUNCIL)

The Clerk advised in relation to the following concerns that had been reported to StreetScene, since the last Council meeting:

(5) Potholes: (i) Drovers Lane (ii) More than one in Caerwys Town Square (Reported directly by Cllr Steve Copple)

The Clerk provided the following update from Mr. Neil Hickie (StreetScene) Officer

- No update in relation to previously reported concerns had been received from Street Scene.

Members brought the following concerns to the meeting:

- Blocked Gullies: Four blocked gullies on Pen Y Cefn Road (Photographs provided and previously reported by a resident)

- Potholes: (i) Drovers Lane (ii) More than one in Caerwys Town Square (Previously reported by Cllr Steve Copple)

The Clerk advised that the above concerns would be further brought to the attention of StreetScene.

8. 238/25
TOWN MAYOR'S REPORT

The Town Mayor, Councillor Gwen Jones, advised Members of their attendance at the following:

(1) Caerwys Civic Service
(2) Remembrance Service at Memorial institute (Wreath Laying)

9. 239/25
COUNTY COUNCILLOR'S REPORT (CLLR STEVE COPPLE)

County Councillor Steve Copple, provided Members with the following report:

Main Council

- ❖ No County Council report

Local Issues

- Solar panels within the Caerwys Conservation area will be removed in the near future
- EV Charging point being discussed with the County Council
- Complaint recorded by Planning Enforcement in relation to the commencement of an alleged caravan park that has not received planning permission in the Caerwys area
- Changes to a granted small housing planning estate in Afonwen

10. 240/24
REPRESENTATIVES REPORTS (COMMITTEES, LIAISON & MEETINGS ATTENDED)

(i) North and Mid Wales Association of Local Councils: Councillor Lynette Edwards attended a recent meeting of the Association: The following items were discussed:

- ❖ Arrangements to meet with Ken Skates MS (Cabinet Secretary for Transport and North Wales) to discuss the number of road traffic incidents on the A55 road
- ❖ Review of membership
- ❖ Code of Conduct for the Association will be identical as Councillor Code
- ❖ Banking hubs
- ❖ Railway Survey. Members have been invited to a meeting in Shrewsbury in January 2026
- ❖ Boundary Commission Review
- ❖ Car parking charges

(ii) Caerwys Memorial Institute: Councillor John Johnson advised of his attendance at a recent meeting of the Trustees. The following items were discussed:

- Changes to furniture
- Re-decoration of the premises
- Seeking financial assistance from this Council

(iii) Ysgol Yr Esgob: Councillor Gwen Jones attended a recent meeting of the School Governors. No items to be brought to the attention of Council

11(A). 241/25
PLANNING APPLICATIONS

The following planning application is to be considered by Members at the meeting:

- ❖ Application number: FUL/000872/25 - Proposed change of use of land to provide luxury timber framed log cabins to form holiday accommodation; 2no. cabins with forming living accommodation, 1no. providing sauna, steam room and plunge pool facilities, including installation of new package treatment plant, provision of meadow grassland area with the inclusion of a pond and all other associated works relating to the proposal to completion, at Plas Cerrig Hall, Caerwys.

Comment by Council: No objection to the application, as long as planning policies and planning guidance notes are complied with.

11(B). 242/25
PLANNING DECISIONS

The following planning decisions have been received from Flintshire County Council:

(1) Application number: FUL/000725/25 - Removal of existing pitched roof to rear extension and replacement with flat roof, at Mount Pleasant, Holywell Road, Caerwys. Approved

(2) Application number: LDC/000663/25 - Lawful Development Certificate for an independent dwelling, at The Coach House, South Street, Caerwys. Approved.

(3) Application number: LDP/000682/25 - Proposed single storey rear extension, at 1, Bryn Aur, Caerwys. Approved (Certificate of Lawfulness Sec 192)

12. 243/25
APPROVAL OF ACCOUNTS FOR PAYMENT

Cheque Number	Payee	Net £	Vat £	Total £
	Payments made – to be confirmed:			
	Standing Order: R. P. Parry - Clerk to Council (Monthly salary & home working allowance for October) Payments dated 03/11/2025			
	One The Corner Café: Civic Service refreshments in Caerwys Town Hall (Payment dated 04/11/2025 – authorised by two Councillor Bank Signatories)	700.00	140.00	840.00
	Payments for consideration at meeting to be paid by BACS:			
	Cleaming 2017 (Bus shelter glass cleaning) x 2 months	40.00		40.00
	Canda copying (Quarterly photocopier rental)	55.00	11.00	66.00
	Caerwys Town Hall (Hire fee for First Aid training)	30.00		30.00
	Arrow County Supplies (Items for Public Conveniences)	196.20	39.24	235.44
	Civic Service invoices:			
	(1) St Michael's Church – hire	100.00		100.00
	(2) Timothy Biddle – Organist	100.00		100.00
	(3) Cor Merched Ladies Choir	100.00		100.00
	(4) Caerwys Town Hall - hire	100.00		100.00
	(5) Cllr Gwen Jones (£50.00 – Soloist / £166.05 inc VAT itemised expenses – as per receipts)	188.38	27.67	216.05
	Note: Councillor Gwen Jones Declared an Interest in relation to payment (5) above (Minute number: 4.230/25 (2) on page 3 above)			
	Gaynor Griffith (Environmental Services for part October & November)	175.00		175.00
	Direct Debit: Scottish Power (October - Street Lighting Electricity Account) Payment due 21/11/2025	480.38	24.02	504.40

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	(All invoices listed have been 'examined, verified and certified' by the Clerk)			

13. 244/25
APPLICATIONS FOR FINANCIAL SUPPORT

Cheque Number	**Name of organisation**	**Amount granted £**
	<u>Authorised to be paid by BACS:</u>	
	St Kentigern Hospice (Alun Rhys Jones – Remembrance Sunday Bugler's fee to be donated to the hospice (£50.00 as previously agreed by Council) (Section 137 LGA 1972)	£50.00
	Wales Air Ambulance (Application for annual donation) (Section 137 LGA 1972)	£300.00

14. 245/25
Members agreed the payments of the above accounts and financial support as listed.

There being no further business, the Mayor thanked everyone for attending and closed the meeting.

SIGNED BY THE MAYOR AS CHAIR…….....……..…….

DATE OF APPROVAL…….…….…….…….……..

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